



154270

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C
Page 1

C2
OA
7/26/89

HEALTH SERVICES FINANCING DIRECTOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To serve as administrator of the Health Services Financing Bureau which sets the policy for health care reimbursement for federally mandated and other medical services; to manage all related activities including needs review; inspection and licensure of facilities; certification of participants; quality control and policy enforcement; and rate setting.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from the Secretary of DHH.

SUPERVISION EXERCISED:

Direct line over Assistant Directors within the Bureau of Health Services Financing.

LOCATION OF WORK:

Department of Health and Hospitals; Office of the Secretary.

JOB DISTINCTIONS:

Differs from all other administrative positions in DHH by responsibility for management of all health services financing and related programs.

EXAMPLES OF WORK:

Directs the activities, programs and employees involved in Health Services Financing in DHH.

Determines organizational structure of tasks and programs to maximize efficiency and to guarantee quality standards are maintained.

Hires staff; plans and directs their training and development; monitors their performance to ensure that programmatic goals are achieved.

Develops comprehensive plans and forecasts the funding level for the programs involved in Health Services Financing including payments to all providers and administrative costs.

Formulates current and long range plans and policies.

Maintains state of the art health services financing programs by keeping abreast of federal health care reimbursement policies and legislation; analyzes programs and methods in use in other states and government jurisdictions; adapts policy guidelines, institutes new programs, develops new methods for reimbursement as needed.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 174	89-39

Supersedes 78-7

(over)

HEALTH SERVICES FINANCING DIRECTOR (continued)

EXAMPLES OF WORK: (continued)

Oversees the preparation of the annual Health Services Financing budget.

Undertakes numerous special studies and projects; prepares report(s) of findings; develops proposals for legislation; testifies before public bodies including the legislature.

Represents DHH in meetings with providers, legislators, other government officials, professional groups and/or interested citizens.

Interprets policies and guidelines for staff or other individuals as needed.

MINIMUM QUALIFICATIONS: A baccalaureate degree plus seven years of professional experience in public health or social services programs on in hospital, institution, or business management, four years of which must have been at least equivalent to a manager, two of those four years must have involved comprehensive, statewide, federally funded health care reimbursement programs such as Women, Infants, and Children (WIC) Maternal and Child Health (MCH Title V), Early Periodic Screening Diagnosis and Testing (EPSDT Title XIX), Medical Assistance (MA Title XIX).

SUBSTITUTIONS:

Additional qualifying experience may be substituted for the degree on the basis of one year of experience for thirty semester hours.

Graduate training in public health; social services; human service counseling; business, hospital, or public administration may be substituted for the general experience on the basis of thirty semester hours for one year of experience.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APP'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 174	89-39	

Supersedes 78-7



154290

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C

Page 3

C2

OA

7/26/89

HEALTH SERVICES FINANCING ASSISTANT DIRECTOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To serve as one of two assistant administrators of the Health Services Financing Bureau which sets the policy for health care reimbursement for federally mandated and other services; to assist in the management of all related activities including needs review; inspection and licensure of facilities; certification of participants; quality control and policy enforcement and rate setting.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Broad direction from Health Services Financing Director.

SUPERVISION EXERCISED:

Direct line over Section Chiefs within the Bureau of Health Services Financing.

LOCATION OF WORK:

Department of Health and Hospitals; Office of the Secretary.

JOB DISTINCTIONS:

Differs from other administrative positions in DHH by its unique responsibility for day to day management of several operating sections involved in health services financing and related programs.

EXAMPLES OF WORK:

Directs the activities of several program managers involved in Health Services Financing in DHH.

Analyzes assigned program objectives and directs staff activities to accomplish desired results; meets with government officials, medical professionals and others to explain the agency's position, presents testimony at hearings and drafts needed legislation.

Coordinates program efforts with other agency sections/units to assure agency compliance with federal and state regulations.

Interviews and makes recommendations for hiring staff; oversees their training and development; monitors their performance to ensure that programmatic goals are achieved.

Keeps in touch with development of trends and practices in Health Care Financing on a national scale so that plans may be developed to improve the medical program and enable Health Services Financing to meet its goals.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APPVD	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supervisor 78-7

(over)

HEALTH SERVICES FINANCING ASSISTANT DIRECTOR (continued)

EXAMPLES OF WORK: (continued)

Determines the need for new programs or changes in existing programs; presents recommendations, outlines methods of meeting these needs and directs subordinates in development of policies and procedures for the Bureau of Health Services Financing.

Undertakes numerous special studies and projects; prepares report(s) of findings; develops proposals for legislation; testifies before public bodies, including the legislature.

MINIMUM QUALIFICATIONS: A baccalaureate degree plus seven years of professional experience in public health or social services programs or in hospital, institution, or business management, three year of which must have been at least equivalent to a manager, one of those three years must have involved comprehensive, statewide, federally funded health care reimbursement programs such as Women, Infants, and Children (WIC), Maternal and Child Health (MCH Title V), Early Periodic Screening Diagnosis and Testing (EPSDI Title XIX), Medical Assistance (MA Title XIX).

SUBSTITUTIONS:

Additional qualifying experience may be substituted for the degree on the basis of one year of experience for thirty semester hours.

Graduate training in public health; social services; human service counseling; business, hospital, or public administration may be substituted for the general experience on the basis of thirty semester hours for one year of experience.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APPV'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7



121510

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C
Page 5

C2
OA
6/3/86

PROGRAM MANAGER 1--DHHR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To manage a statewide program in a specific area, such as case management, for an office.

LEVEL OF WORK: Manager.

SUPERVISION RECEIVED: Broad direction from agency administrator.

SUPERVISION EXERCISED: Direct over professional supervisors and employees.

LOCATION OF WORK: Department of Health and Human Resources; all offices.

JOB DISTINCTIONS: Differs from Program Manager 2--DHHR by the responsibilities for program areas of smaller scope and complexity.

EXAMPLES OF WORK:

- Formulates current and long range plans and policies for the assigned program.
- Coordinates work by scheduling assignments and directing the work of professional subordinates.
- Conducts and directs studies and special projects pertaining to the programs assigned.
- Revises rules, regulations and procedures to meet changes in law or policy.
- Develops and monitors budget recommendations for personnel, services, equipment and materials.
- Analyzes the impact of federal, state and local legislation; advises agency officials; prepares position statements; presents testimony at hearings; and writes legislation.
- Selects and assigns staff, identifies staff development needs and ensures that necessary training is obtained.
- Meets with government officials, private officials, professionals and others on matters pertaining to the program(s).
- Maintains records, prepares reports and conducts correspondence relative to the assigned programs.
- Conducts staff meetings and conferences with assistants to discuss operating programs, organization, budgetary matters, personnel matters, technical problems and the status of projects or programs.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	007 1 1989
HCFA 179	89-39

Supersedes 78-7

(over)

PROGRAM MANAGER 1--DHHR (continued)

EXAMPLES OF WORK: (continued)

Develops and monitors budget recommendations for capitol outlay program.

Directs departmental rental/lease programs.

MINIMUM QUALIFICATIONS: Five years of professional experience in a social work, vocational rehabilitation, mental health, public health, mental retardation or youth services program, hospital or any institution administration; or any business management or public administration experience which provided a working knowledge of these types of programs in the Department of Health and Human Resources.

One year must have been at the advanced journeyman level or in a supervisory position over professional personnel.

STATE	LA
DATE REC'D	DEC 9 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCF#	89-39

Superseded 78-7



121520

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

C2
OA
6/3/86

PROGRAM MANAGER 2--DHHR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To administer one very complex or several moderately complex statewide program(s), such as case management director for DHHR or the Women's Advocacy, Civil Rights and Appeals Sections for the Office of Management and Finance.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from agency executive or administrator.

SUPERVISION EXERCISED:

Line over program managers and supervisors.

LOCATION OF WORK:

Department of Health and Human Resources; all offices.

JOB DISTINCTIONS:

Differs from Program Manager 1--DHHR by responsibility for programs of greater scope and complexity.

Differs from Program Manager 3--DHHR by the absence of responsibility for directing the largest statewide program for the Department of Health and Human Resources.

EXAMPLES OF WORK:

Formulates current and long range plans and policies for the assigned program(s).

Coordinates work by scheduling assignments and directing the work of professional subordinates.

Conducts and directs studies and special projects pertaining to the programs assigned.

Revises rules, regulations and procedures to meet changes in law or policy.

Develops and monitors budget recommendations for personnel, services, equipment and materials.

Analyzes the impact of federal, state and local legislation; advises agency officials; prepares position statements; presents testimony at hearings; and writes legislation.

Selects and assigns staff, identifies staff development needs and ensures that necessary training is obtained.

Meets with government officials, private officials, professionals and others on matters pertaining to the program(s).

A

STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'VD	JAN 26 1990
DATE EFF	OCT 1 1989
HCIA 179	89-39

Supervisor 78.9

(over)

EXAMPLES OF WORK: (continued)

Maintains records, prepares reports and conducts correspondence relative to the assigned programs.

Conducts staff meetings and conferences with assistants to discuss operating programs, organization, budgetary matters, personnel matters, technical problems and the status of projects or programs.

MINIMUM QUALIFICATIONS: Two years of supervision of professionals in public health or social services programs or in hospital, institution or business management.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APP'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersides 78-7



140830

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C

Page 9

C2
OA
6/3/86

PROGRAM MANAGER 3--DHHR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To administer the largest statewide program in the Department of Health and Human Resources (Family Security Field Operations.)

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from the Assistant Secretary.

SUPERVISION EXERCISED:

Line over program managers and supervisors.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS:

Differs from Program Manager 2--DHHR by responsibility for the largest statewide program in the Department of Health and Human Resources.

Differs from Program Director--DHHR by the absence of responsibility for directing all program functions for a large office.

EXAMPLES OF WORK:

Supervises and directs field operations statewide through regional and parish offices.

Works closely with state, regional and parish administrative staff in developing management procedures and operational plans to assure that all agency programs are implemented at the field operations level as intended by federal and state laws and regulations.

Monitors regional and parish operations (through written reports, verbal communications, and regional and parish office visits) to determine the effectiveness of the delivery of program services statewide.

Conducts management reviews of parish and regional offices to define problem areas and take appropriate corrective action.

Maintains staff position control to assure that the Division of Field Operations does not exceed the total occupied positions budgeted.

Coordinates with State level administrative and support staff to improve program development, identify staff training needs and provide management and support services required and needed by Field Operations staff.

A	
STATE	LA
DATE REC'D	DEC 20 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	29-39

Supervisors 78-7

(over)

PROGRAM MANAGER 3--DHHR (continued)

EXAMPLES OF WORK: (continued)

Provides direction to Parish and Regional Administrators in developing budgetary projections, monitoring expenditures of field offices and making necessary adjustments as needed.

Evaluates the adequacy of office space and equipment needs for all field offices statewide.

Assumes administrative responsibility at the state level for the coordination and implementation of the Individual and Family Grant Program (disaster relief program).

MINIMUM QUALIFICATIONS: Three years of experience in the supervision of professionals in public health or social service programs or in hospital, institution, or business management.

STATE <u>LA</u>	A
DATE REC'D <u>DEC 9 1989</u>	
DATE APP'D <u>JAN 26 1990</u>	
DATE EFF <u>OCT 1 1989</u>	
HCFA 179 <u>89-39</u>	

Supersedes 78-7